

22 SEP 1970

MEMORANDUM FOR: DD/S Reports Inventory Project Officers

SUBJECT : Reports Inventory: Estimating Costs of
Computer Produced Reports

REFERENCE : Instructions for Completing Form 142,
Reports Inventory

1. Because of further and more detailed information received from the Office of Computer Services and SIPS, a more precise method of determining the costs of preparing DD/S reports in OCS has been established.

2. Instructions for completion of Item 12B (see page 5 of the Guideline) are no longer applicable and should be disregarded. Please use the following guidelines for item 12B of the Reports Inventory Form 142.

A. To determine Office of Computer Services costs for your computer produced reports apply the following factors:

- (1) Single Copy Reports: \$.05 per page.
Example: a report consisting of 100 pages produced in one copy only -- cost \$5.00.
- (2) Multiple Copy Reports: \$.03 per page.
Example: a 100 page report produced in 10 copies -- cost \$30.00 (100 x 10 x .03).

B. In addition to costs calculated in 2A above you should identify and report on other costs involved in the preparation and handling of these reports in your own functional offices. The two major areas of these costs are:

- (1) Office in-put to OCS, that is the coding and key punching you do for OCS.

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- (2) Additional man-hours spent in the DD/S functional offices in manipulating or manually summarizing computer produced reports.

3. By applying these new guidelines we hope to come up with fairly accurate estimates on the costs of individual computer produced reports. Such individual costing will be of considerable significance as we move into phase two of the reports management program which calls for identifying savings goals for reports to be eliminated or consolidated. For additional explanations and guidance on costing your computer produced reports please contact [REDACTED] extension [REDACTED] Room 710 Magazine Building.

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Deputy Chief
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